

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

From: John Salomone, Town Manager

Date: May 20, 2010

Re: Monthly Report – May 2010

GENERAL ADMINISTRATION

- The Town Manager attended the Mid-State Collaborative meeting, meetings with CRRA and CRCOG, and presided over the CTCMA Annual Meeting on May 21.
- The Town Manager and staff continued with the AFSCME and IBPO union contract negotiation process
- The Town Manager attended several project meetings and several team meetings regarding various projects, and met with staff and union representatives regarding various personnel issues.
- The Town Manager met with residents to address various issues and concerns as needed.
- The Town Manager attended the annual Senior and Disabled Center Volunteer Dinner.

Paid overtime during the month of May 2010 was as follows: <u>Note</u> that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects). These costs will not agree to 2009-10 overtime expended amounts in the following chart.

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	46.7	\$ 2,009.15
Weekend Standby and Call-In	16.0	591.92
Road Maintenance	20.5	792.97
Traffic Division	<u>17.6</u>	<u>685.26</u>
Total	101.8	\$ 4,079.30
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
PARKS AND GROUNDS DIVISION Weekend Duty	Overtime Hours	Cost \$ 2,134.08
Weekend Duty	32.0	\$ 2,134.08
Weekend Duty Tennis Prep	32.0 153.0	\$ 2,134.08 6,766.39
Weekend Duty Tennis Prep Herbicide Application	32.0 153.0 54.0	\$ 2,134.08 6,766.39 2,086.02

POLICE DEPARTMENT	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD	2008-09 Budget Overtime Appr.	Overtime Expended 08-09 YTD
Administration	\$ 3,976.00	\$ 5,041.98	\$ 4,311.00	\$ 1,173.43
Patrol	580,294.00	463,827.33	600,000.00	482,142.65
Investigation	76,691.00	56,924.46	76,637.00	64,407.39
Communication	112,132.00	96,076.33	108,429.00	90,514.57
Education/Training	103,603.00	70,385.73	88,337.00	69,697.89

Phone: (860) 665-8510 Fax: (860) 665-8507 townmanager@newingtonct.gov www.newingtonct.gov

Support Services	39,071.00	28,531.74	38,137.00	30,023.76
Animal Control	12,144.00	6,767.61	12,070.00	6,476.39
Total	\$ 927,911.00	\$ 727,555.18	\$ 927,921.00	\$ 744,436.08
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$ 17,498.88	\$ 28,109.00	\$ 19,552.39
Snow and Ice Control	132,349.00	91,410.44	132,349.00	148,263.79
Traffic	8,345.00	2,899.75	8,345.00	3,233.17
Vehicles and Equipment	28,185.00	16,751.61	*31,685.00	29,525.17
Leaf Collection	54,997.00	42,356.34	<u>*51,500.00</u>	44,712.81
Total	\$ 251,985.00	\$ 170,917.02	\$ 251,988.00	\$ 245,287.33
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 103,432.10	\$ 130,547.00	\$ 106,516.62
Cemeteries	14,893.00	6,442.91	14,893.00	11,033.07
Total	\$ 145,440.00	\$ 109,875.01	\$ 145,440.00	\$ 117,549.69

^{*}Reflects intradepartment transfer.

- Police Department Overtime
 - Comparison May to April 2010

OT April \$80,714
 OT May \$69,451
 Total decrease \$11,263

- Training increases and time off increases. All these factors have a direct impact on the total overtime for the department.
- Patrol Overtime of \$41,251 is a decrease of \$10,244. With the increase in time off from 32 days to 63 days overtime costs \$27,000. Shift vacancies due to workers comp injuries \$6,000. Holdovers to cover situations that run into the next shift resulted in \$7,000 in overtime costs. These holdovers included responses to a robbery, subpoenas, serving of warrants, traffic court, domestics, and Mid State Accident investigation.
- Detective Division Overtime of \$4,621 is a decrease of \$2,043. This overtime includes investigations that include a robbery and detective surveillance.
- o Communications Overtime of \$5,472 is a decrease of \$2,860. This overtime includes 14 days leave filled at overtime.
- Education/Training Overtime of \$16,127 is an increase of \$8,066, for various training classes, including ERT, sniper, explosive, accident, and Post training.
- Support Services Overtime of \$1,980 is a decrease of \$3,350. This overtime includes a Youth Council meeting and FBI special services overtime.
- o Canine OT \$0 is a decrease of \$832. No canine call outs this month.

PERSONNEL

- Lieutenant William Darby retired from the Newington Police Department effective May 28, 2010.
- Promotional testing opportunities for Sergeant and Lieutenant positions were posted for qualified police officers. The testing process will commence in July.
- Library Director Marian Amodeo announced her retirement. Her last day with the Town will be June 28, 2010.

PURCHASING

- 4/20/2010 RFP No. 4, 2009-10, Professional Auditing Services was posted with a closing date of May 10.
- 4/26/2010 RFP No. 5, 2009-10, Streetscape Improvements Phase IV Professional Services was posted with a closing date of May 13.

RISK MANAGEMENT

2009-10 Blue Cross/Blue Shield Plan Year

The tenth month of the 2009-10 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2009-10 plan year were estimated at

\$818,851. The total paid claims for April 2010 were \$938,060. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through April 2010

	Town	Board of Education	Total
Estimated Claims	1,857,270	6,331,240	8,188,510
Actual Claims	1,609,357	6,032,218	7,641,575

FACILITIES MANAGEMENT

- Painting of the exterior doors at the Town Hall as well as the front entrance was completed in time for the Memorial Day ceremonies. Additional painting at all Town facilities will continue weather permitting through the summer months by the maintainer.
- The facilities group completed 41 formal work orders during the month of May at the various Town Buildings.
- Designs for the Library HVAC System upgrades project have been completed and the contractor will be finalizing equipment pricing and delivery schedules during June. The design was reviewed with the building inspector and there are no issues moving forward.
- Ongoing roof repairs over the gymnasium continue on a monthly basis due to the failure of the roofing system. (No Change, leaks continue to occur in this area but are under control and considered minor since we have had no leaks during the recent heavy storms.)
- Installation of the new Town Garage doors was completed as scheduled.
- Cleaning contracts were reviewed during May and will be reviewed with contractors for possible award during July when the new budget is in effect.
- Both locker rooms at the Town Hall Parks and Recreation center were renovated during April and new lockers were installed during May to complete this project.
- All the bathrooms in the Senior and Disabled Center will be renovated with new paint and floor installations during June after design completions in May.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 34 requests for service via the Internet, blocked 49,406 unsolicited SPAM email messages from being delivered, blocked 1,114 virus/ Trojans, blocked 25 spyware infections and 35,000 network attacks from impacting the Town's network infrastructure.
- Completed 120 formal work orders.
- The Town's website had approximately 29,514 visits during the month, 73,445 page views with an average of 2.49 pages viewed per visit. The Town Homepage, Library Homepage, Parks and Recreation Homepage and Assessor Homepage were the most frequently visited pages.
- Upgraded firmware on core network infrastructure components (servers, storage, and switches) to enhance performance and stability.
- Optimized Library Wireless Network to resolve oversubscription of services and provide protection from misconfigured applications.
- Performed a live migration to the new core switch in our primary data center, allowing for the installation of and additional core switch in the new data center.
- Resolved dynamic (DHCP) address assignment problem with new printer network.
- Installed two new Citrix Farms to support XenApp 6 remote desktops and XenApp 5 published applications.
- Continued work with Capitol Region Council of Government (CRCOG) staff, ViewPoint Inc. staff, and Building Department staff for "Go-Live" deployment of the regional online permitting application scheduled for July 2010.
- Addressed network connection issues at Fire Headquarters.
- Facilitated a public GIS Data request for Assessor's Office.
- Provided GIS mapping support for Cedar Crest Hospital project for Town Planner and Town Manager.
- Initiated work to pull statistical crime data and call for service data from Police Department databases and for use in GIS by Police Department staff.
- Upgraded Firehouse Software on production server and new server to version 7.516.
- Worked with Firehouse Software vendor to resolve multiple data issues related to importing of Computer Aided Dispatch data into the Firehouse application.

- Police Department mobile data terminals (MDT's) were updated with new version of Captain/ Bluelink, new map files, ESRI files and various network settings to enhance security.
- Upgraded applications for the Senior and Disabled Center (Renters Rebate & MySenior Center), Assessor's Office/ Revenue Collector (Assessor 2000) and Police Department (CAD Visor).

FINANCE

Accounting and Administration

- Documents were completed to finalize the lease purchase financing of the single stream recycling containers for closing on May 21st.
- Two interviews were conducted with the Town's audit committee for the appointment of Town auditor. These
 were in response to a RFP issued in April. As a result of the interviews and the quality of their proposal, the
 audit firm of Blum Shapiro of West Harford was recommended to the Town Council for appointment for a
 three year term.
- The 2009-10 fiscal year closeout began with departmental general fund balances analyzed to determine possible June 30th overdrafts. Some minor overages were projected and will be covered as part of a planned appropriation transfers by the Town Council at its June meeting.
- The Town's financial system was updated with the 2010-11 budget.
- Ann Harter prepared cost analysis for the AFSCME contract negotiation meeting held on May 11th.
- Deputy Finance Director Lisa Rydecki coordinated the implementation of a new chart of accounts to improve the reporting of revenues and expenditures for the Recreation Department's programs.
- Ann Harter assisted Paul Boutot with the PayPal implementation for the Building Department's On-line Permitting System.

Major grants received during the month included School Transportation grant in the amount of \$267,330. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited) 5/31/2010

	<u>Interest</u>	: Earnings	
	<u>Budget</u>	<u>Actual</u>	
	FY2009-10	Year to Date	\$ Invested
General Fund	\$375,000	\$164,309	\$33,593,743
Special Revenue Funds	34,630	6,091	1,594,900
Capital Projects Funds	635	1,393	445,297
Internal Service Fund	100,000	10,444	4,622,263
Trust and Agency Funds	16,000	4,308	1,615,701
TOTAL, ESTIMATED BY FUND			\$41,871,904

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited) 5/31/2010

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	Intere	est %	Intere	est \$	\$ Invested
	Current Month	<u>Last</u> <u>Month</u>	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	
STIF	0.26	0.26	3,452	3,623	\$15,552,643
CLASS PLUS	0.19	0.20	630	630	4,063,110
Bank North	0.45	0.35	10,280	6,367	22,148,723
Sovereign Bank	0.20	0.20	18	18	107,428
Total Outstanding Investments Rates reflect ava. monthly yield, annualized					\$41,871,904

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end
 of May.
- Applications were accepted and processed for all eligible elderly homeowners. Final benefit calculations
 were performed as adjustments for tax bills to be mailed in June.
- Income and Expense reports were received from approximately 60% of commercial property owners. Follow up letters will be mailed to the 40% who failed to respond in June.
- All properties with certificate of occupancies that were issued in May were inspected and added to the database.
- The court case involving the tennis facility on Prospect Street for the 2008 grand list was resolved. There was a 9.6% reduction to the assessment.

Revenue Collector

- Revenue Collections in May for Real Estate, Personal Property & Motor Vehicles amounted to \$121,141. The Supplemental Motor Vehicles collected were \$7,808 with additional \$60,728 collected for back taxes.
- May's collection rate equaled 98.9% which is comparable to the same time period last year.
- Joint efforts were coordinated with the Revenue Office and Quality Data Service in preparation of the tax bills for the 2009 Grand List.

TOWN CLERK

- There were 531 documents filed on the land records during May.
- There were 73 property sales totaling \$11,348,634.33.
- Residential property at 102 Rockledge Drive conveyed for \$425,000; four other residential properties each sold for over \$300,000.
- \$56,936.26 was collected in State conveyance tax; \$28,468.12 was collected in Town conveyance tax.
- 152 mortgages, 30 liens and 223 releases were recorded.
- The office certified 78 copies of vital records; three burial permits and 4 cremation certificates were issued.
- Eight Trade Names, ten Liquor Permits and seven Notary Public commissions were catalogued.
- On May 17th Assistant Town Clerk, Antonia St. Pierre, returned to work part time after a two-month medical leave of absence.
- On May 12th Assistant Town Clerk, Nasim Vahidy, attended a certification class on Land Records sponsored by the Connecticut Town Clerks' Association.

DATA SUMMARY MAY 2010				
			FY 09/10 to	
	<u>May-10</u>	<u>May-09</u>	<u>Date</u>	FY 08/09 to Date
Land Record Documents	531	562	4842	4386
Dog Licenses Sold	4	11	478	520
Game Licenses Sold	76	55	1253	1270
Vital Statistics				
Marriages	12	18	167	180
Death Certificates	14	26	256	290
Birth Certificates	14	24	205	194
Total General Fund Revenue	\$ 43,012.62	\$ 43,983.40	\$420,620.22	\$468,229.26
Town Document				
Preservation	\$ 926.00	\$ 1,008.00	\$100,144.00	\$ 10,305.00
State Document Preservation	\$ 925.00	\$ 1,008.00	\$ 9,991.00	\$ 10,327.00
State Treasurer (\$26 fee)	\$ 16,632.00	\$ 13,104.00	\$179,574.00	\$121,082.00
Locip	\$ 1,386.00	\$ 1,512.00	\$ 14,967.00	\$ 15,111.00
State Game Licenses	\$ 1,164.00	\$ 865.00	\$ 13,316.50	\$ 21,888.50
State Dog Licenses	\$ 15.50	\$ 111.00	\$ 2,944.50	\$ 3,249.00
Dog Licenses Surcharge	\$ 6.00	\$ 36.00	\$ 1,068.00	\$ 1,181.00
Marriage Surcharge	\$ 133.00	\$ 323.00	\$ 3,066.00	\$ 2,300.00
Grand Total	\$ 64,200.12	\$ 61,950.40	\$745,691.22	\$653,672.76

POLICE DEPARTMENT

- Lt. William Darby retired from the Newington Police Department on Friday, May 28th after 21 years of dedicated service to the Town of Newington and the Police Department.
- The written exam for Certified Police Officer was conducted on May 27th. Oral interviews with the top three candidates will be conducted on June 10th. The department presently has two openings.
- An application was completed with the Department of Justice for the purchase of 7 Bulletproof vests. If approved, the Department of Justice will pay for 50% of approved vests for a possible savings of \$2,625.
- Patrol Calls for May were as follows:

all of Galls for May Wer	C do lollows				
AlarmBurg	115	F/HAZMAT	2	NOISE	29
ALARMHOLD	6	F/OTHER	13	NOTIFICATION	1
ANIMAL	40	F/STRUC	12		4
ASSAULTIP	1	F/VEH	2	PARKINGVIOL	30
ASSAULTREP	7	F/WATER	1	PropFound	7
Assist	28	FINGERPRINT	17	PROPLOST	8
BADCHECKNSF	1	FIREWORKS	5	RECOVEREDMV	2
BOLO	1	FOLLOWUP	62	ROBBERYIP	1
BREACHIP	10	GUN	2	ServWarrant	37
BREACHREP	7	Harassment	25	SEXASSAULTRE	1
BURGIP	3	Hazard	25	SHOTS	4
BURGREP	8	ILLEGALDUMPING	1	SpecDetail	98
CARSEAT	2	Intoxicated	11	StolenMV	3
Check	63	JuvComp	39	SUDDENDEATH	2
CLEARLOT	24	K9	7	SUICIDE	1
COURT	18	LAND/TENANT	1	SuicideAtt	6
CRIMMISGRAF	6	LarcFromMV	26	Suspicious	112
CRIMMISIP	2	LARCIP	7	SuspMVOcc	33
CrimMisRep	35	LarcRep	45	SUSPMVUNOCC	5
CSO	24	Location	86	TESTPOLICE	5
CUSTOMERIP	4	LOCKOUTMV	2	THREATIP	3
CUSTOMERREP	4	LOCKOUTRESID	1	THREATREP	6 2
Dog	58	Medical	218	Tobacco	
DomesticIP	34	Missing	3	TownOrd	4
DomesticRep	21	MVAEVADING	24	TRAFFIC STOP	787
DRUG	4	MVAInjury	11	TRESPASSIP	1
DUI	17	MVAPROP	104	TRESPASSREP	4
EDP	13	MVASSIST	70		
Escort	30	MVComplaint	69		2,578
F/Alarm	26	Neighbor	8		

Patrol Division:

- Responded to a robbery at the Webster Bank 3180 Berlin Turnpike. The suspect had fled the bank in a
 vehicle prior to the arrival of police. Upon securing the scene, officers broadcasted a description of the
 suspect and vehicle. An alert patrol officer located the suspect vehicle at a local motel and officers were
 able to locate the suspect and place him under arrest. The suspect was charged with Robbery, Beach of
 Peace and Larceny related charges and was held on a \$100,000.00 Bond.
- Stopping a vehicle on the Berlin Turnpike after learning it had been stolen out of New Britain. The driver
 was arrested without incident. A subsequent search of the vehicle led to the discovery of a CO2 air gun
 pistol which the driver said he used for protection. The driver was charged with Weapons in a Motor
 Vehicle, Larceny 3rd Degree and Driving Without a License.

Detective Division:

- Handled 104 investigations, 79 remain ongoing and 25 were closed by investigative methods.
- Arrested two suspects on burglary and larceny related charges in connection with a residential burglary
 committed earlier in the year. The arrest was the result of an investigation by Detectives who had obtained
 arrest and search warrants for the suspects. The suspects were located driving in Newington and
 recognized by the investigative Detective who conducted a traffic stop and subsequently placed both under
 arrest on the warrants. The suspects were held on a \$20,000.00 court set bond and scheduled to appear in
 New Britain Superior Court.

- Arrested a suspect in connection with the theft of a New Holland Skid Steer valued at approximately \$25,000. The Skid Steer had been previously located by Detectives and seized as evidence. The suspect was released on a \$50,000.00 non-surety bond and scheduled to appear in New Britain Superior Court.
- Arrested a suspect on burglary and larceny related charges in connection with a residential burglary
 committed earlier in the year. The arrest was the result of an investigation by Detectives who obtained arrest
 and search warrants for the suspect. The suspect was arrested at New Britain Superior Court while in the
 custody of the Department of Corrections. The suspect had been previously arrested by Newington Police
 while in the commission of another burglary and is suspected in numerous other burglaries in the Town of
 Newington. The suspect was held on a \$25,000.00 court set bond.
- Investigated the armed robbery of a local bank. The suspect was located and arrested shortly after the
 robbery. Detectives processed the bank scene and obtained a search and seizure warrant for the motel
 room where the suspect was living. Detectives also seized the suspect's vehicle and are in the process of
 obtaining a search and seizure warrant to process the vehicle for evidence.
- Traveled to the Orange County Detention Center in Goshen New York to extradite a suspect wanted as a Fugitive of Justice for Failure to Register as a Violent Sexual Offender. Detectives arrested and transported the suspect back to Connecticut to face.
- The Juvenile Officer continues to investigate 3 juvenile sexual assault cases among other ongoing investigations.
- Processed 8 crime scenes, in some cases collecting DNA, fingerprints and other items of evidence.
- Served 25 arrest warrants, 17 by Patrol Officers and 8 by Detective Division personnel.

Community Service Officer (CSO):

- Taught the "Step Up" program to 5th graders at John Wallace Middle School and also taught a "Bicycle Safety" program to 4 classes of 3rd graders at Ruth Chaffee Elementary School. A Home and Neighborhood Safety presentation to 4 classes of 2nd graders at Ruth Chaffee Elementary School was also given.
- Along with retired NPD sergeant Geoffrey Anderson, gave a "Dangers of Street Drugs/Internet Safety Presentation" to a group of 10 girl scouts from Newington.
- CSO O'Brien, SRO Cunningham and Sgt Morgan took part in the beautification event at New Meadow Path.
 The event was organized by Newington Boy Scout Travis Francis as part of his Eagle Scout project. Due to
 Francis' hard work it was a very successful event with great community involvement. The highlight of the
 project was the placing of a memorial stone honoring Officers Lavery and McDermott on the path.
- Took part in the Click or Ticket seatbelt enforcement campaign by conducting a CT DOT requested presurvey of seatbelt compliance. CSO O'Brien also took part in the enforcement effort by conducting enforcement in high traffic areas around town in an unmarked police vehicle issuing numerous infractions for seatbelt violations.

UCR/NIBRS Selected Crimes

Preliminary April 2010 April 2009

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	-0-
Forcible Rape	0	0	1	-0-
Robbery	2	\$7,020	-0-	-0-
Assault	3	0	15	-0-
Burglary	3	\$36,059	8	\$10,773
Larceny Theft	58	\$51,794	66	\$28,135
Auto Theft	4	\$22,529	8	\$98,800
Totals	70	\$117,402	98	\$140,456

In April 2010 the police department arrested 86 adults: 3 for robbery, 8 for assaults, 4 for forgery/fraud, 1 for weapons violation, 12 for narcotic violations, 10 for DUI, 7 for offenses against family and children, 2 for liquor law violation, 1 for disorderly conduct, 16 for larceny theft and 22 for other miscellaneous offenses. We also arrested or referred 7 persons under the age of 18: 2 for drug violations, 4 for offenses against family and children, and 1 for liquor law violations.

FIRE DEPARTMENT

	May 2010	10 Month Total
Residential	18	189
Commercial, Industrial, Office	4	46
Hospital, School	2	9
Vehicle	2	18
Rescue, Police Assistance	2	20
Dumpster, Rubbish, Grass, Brush, Leaves	4	31
Hazardous Materials/Clean up	0	18
Investigative Alarm	31	241
False Alarm	0	0
Mutual Aid/Standby	3	8
Carbon Monoxide Investigation	2	9
Water Related Incidents/Pump-Outs	0	18
Total	68	676

Training Summary

Multi-Company Training	Search Rope Operation 72 Members 252 Hours		252 Hours
Officers' Training	Rules and Regulations	24 Members	84 Hours
Company Training	Pump Training	32 Members	112 Hours
	Handlines		
	Aerial Operations		
On-Line Training	Building Construction	72 Members	288 Hours
_	Fire Behavior		
	Fire Control		
Department Drill	Haz/Mat Operations	47 Members	188 Hours

Total May Training Hours: 924

FIRE MARSHAL

• The Fire Marshal's Office completed the following activities during the month of May:

Inspections	20
Inspection Follow-Ups	40
Plan Review	3
Job Site Inspections	13
Underground Tank	0
Removal	
Fire Investigations	3
Fire Alarm Trouble	3
Complaints	2
Haz/Mat	1
Bomb Threats	0
Blasting	0

Incidents

 A fire on the rear deck of a single family home at 547 Church Street caused moderate damage to the structure. There were no injuries reported; the cause of the fire remains undetermined.

Meetings/Training

- Fire Marshal Schroeder and Deputy Muisener attended the monthly meeting of the Capitol Region Fire Marshals Association in Manchester.
- Fire Marshal Schroeder attended the monthly meeting of the Newington Code Enforcement Team at town hall.
- Fire Marshal Schroeder attended the Annual Connecticut Emergency Managers Symposium in Cromwell.
- Fire Marshal Schroeder attended the monthly meeting of the Newington Board of Fire Commissioners at Station #4.
- Fire Marshal Schroeder attended the monthly meeting of the Capital Region Emergency Planning Committee in Hartford.
- Fire Marshal Schroeder met with other town department heads to review concerns associated with special events held at Market Square.
- Fire Marshal Schroeder attended the quarterly meeting of the Newington Employee Health and Safety Committee at town hall.

HIGHWAY DEPARTMENT

Administration

- Attended Solid Waste Management Advisory Committee meeting
- Sponsored the MDC Hazardous Waste Collection the first Saturday of the month
- Continued with the implementation of single stream automated recycling collection program

Roadway Maintenance

- Highway crews continued with the reconstruction of Moutainview Drive which included installation of roadway under drain, catch basins and processed stone along with the saw cutting driveways in preparation for paving
- Continue with landfill organization and material maintenance
- Continue with patching of potholes throughout Town
- Assisted Traffic Division replacing/repairing signs
- Crews completed major patching projects by saw cutting and repaving at Orchard Avenue and Revere Drive
- Continued repairing winter snow plow damage replacing damaged curbing and topsoil

Traffic Division

- Began line striping throughout various locations
- Assisted Police Department with speed box relocation
- Continued with the replacement of damaged regulatory signs along with street signs with the assistance of highway personnel
- Continued with the preparation and maintenance of painting equipment for line striping
- Painted crosswalks and handicapped markings at various locations
- Assisted with traffic control for the 5K Road Race and Memorial Day Parade

Fleet Maintenance

- Completed spring services on Fire Department apparatus and Park's Department equipment
- Continued with fleet preventative maintenance schedules
- Performed unscheduled and emergency repairs on vehicles and equipment when needed
- Began spring/summer services for all other Department vehicles emphasizing on road maintenance equipment
- Began the setup of the last new police vehicle along with the new truck for Fire Department
- Attended seminar sponsored by Snap On Diagnostics on global ODB-II diagnostics

Sanitation/Recycling/Landfill

- Scheduled 830 residential bulk items for collection
- Scheduled 118 condominium bulk items for collection
- Scheduled 41 condo/residential scrap metal items for collection
- 7,646 tons of cumulative Residential Municipal Solid Waste was collected from July 1 April 30, 2010
- 1,826 tons of cumulative recyclables was collected from July 1 April 30, 2010
- Issued 72 permanent landfill permits and 16 temporary permits

ENGINEERING DEPARTMENT

- During the month of May, the Engineering Department issued forty-six excavation permits as follows: 30
 Driveway/curb cut excavations, 2 Gas lateral services, 2 Sanitary laterals, 2 Cable TV laterals, 9 Sidewalk
 replacements by CNG,1 Water service lateral
- Monitored progress of contractor working on the Kelsey/Church Street Project. During the month the contractor completed paving the binder and surface courses and installed the bituminous curbs.
- Staked out the grades to be used by the Highway Department for reconstructing Mountain View Drive.
- Received nine responses from consultants interested in providing engineering services for the Market Square Streetscape Project. Three of the firms were shortlisted to be interviewed by the Downtown Revitalization Committee in June.
- The Capitol Region Council of Governments advertised a Request for Proposal for a vendor to maintain existing Bus Shelters. After a vendor is selected, the bus shelters in Newington will be maintained by the selected vendor.
- Monitored the paving of the westerly side of the Municipal Parking lot. This project is substantially complete and a punch list will be prepared for corrective work.
- Submitted a request for reimbursement in the amount of \$90,202 to DOT for the first payment made to the Kelsey/Church Street contractor.

TOWN PLANNER

Downtown Revitalization Committee

- The Downtown Revitalization Committee met May 17. The Committee agreed to proceed with landscape screening of the west side dumpster enclosure. The Committee set the interview date for Market Square Streetscape project engineer for June 7. Nine firms have responded: a short list of three firms will be selected for interview and subsequent recommendation of one firm to the Town Council. During May the final pavement course was completed for the west side, traffic control signage installed and parking spaces lined. The Committee is monitoring landscape plantings and new lawn areas and has expressed to the contractor the need for more frequent watering and weed control.
- Quality Associates has provided the required bond for the east side, Phase II improvements and a notice to
 proceed was issued to begin this work. The first task will be pavement reclamation which is expected to start
 the week of June 7.

Economic Development Commission

• The Economic Development Commission hosted the third annual "Newington is Open for Business Breakfast" at the Indian Hill Country Club on May 21. Approximately 50 persons attended this event and heard State Comptroller Nancy Wyman's remarks addressing the State's fiscal conditions and the challenges this presents to Connecticut's businesses. This year's event was partially sponsored by a generous contribution from Northeast Utilities Corporation.

Draft 2020 Plan of Conservation and Development (POCD)

• The TPZ continued its public hearings on draft #3, March 24, 2010 POCD at its May 12 and 26 meetings. Town Council comments are anticipated to be reported to the Commission at its June 9 meeting. Upon receipt of the Town Council's comments, the Commission can proceed to revise and adopt the 2020 Plan. If the TPZ determines that it does not want to change the draft plan as recommended by Council, a two-thirds vote of the Commission will be necessary.

Open Space Committee

• The Open Space Committee met on May 6th and discussed legislation to protect 10 acres of the Cedar Crest Hospital property abutting Mountain Road. The Committee had originally proposed that 40 acres be transferred to the Town for dedicated open space. Further action in the State Senate will be necessary to ensure setting aside the 10 acres; it appears that this land would be transferred to the Department of Environmental Protection instead of Town. In other Committee business, efforts to create a Newington Land Trust, a private non-profit organization, are underway. The Town Planner is providing the Committee with an inventory of all vacant parcels together with a rating of environmental limitations such as wetlands, flood hazards or steep slopes, this data base will be helpful be identifying priority parcels and moving forward to implement the open space recommendation proposed in the 2020 Plan of Conservation and Development.

BUILDING DEPARTMENT

- There was one permit issued for a new residential single family home to be built at 8 Francis Avenue.
- A building permit was issued for work to be done at the Newington High School to install two cameras.
- A permit was issued for the Iwo Jima Memorial for an irrigation system.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan: Permit Tracking System May 27, 2010
 - o A. Hanke: Concrete Technology May 20, 2010
 - D. Zwick: Concrete Technology May 20, 2010, Change of Occupancy Case Study Factory to Residential –May 26, 2010
- There were five Certificates of Occupancy issued in May. Three were for new single family residential. They were located at 529 Fenn Road, 5 Sterling Drive, and 11 Sterling Drive. Two were for Commercial. They were a Thrift Store located at 230 Market Square and Stop and Shop located at 529 Fenn Road.
- Building Department activity for the month of May was as follows: The Inspectors completed a total of 280 inspections. They were: above ceiling (1), alarm (2), boiler (3), carport (1), co (22), code (6), complaint (1), decks (3), electrical (70), electrical trench (1), footings (16), foundation (2), framing (20), fuel pump (3), gas fireplace (6), gas line (5), gypsum (6),hot water heaters (3), insulation (6), mechanical (23), piers (7), plumbing (28), pool bonding (1), pools (8), roofing (4), rough (14), sheetrock (2), sign (2), site visit (12), windows (2).

CENTRAL CONNECTICUT HEALTH DISTRICT (CCHD)

- Attended Newington Code Enforcement Official's Meeting on May 5, 2010 to review on going projects in Newington.
- Attended CCHD Staff Meeting on May 27, 2010. DOH discussed CCHD Board of Health meeting topics.
 Staff provided overview of work in process in district towns.
- Volunteered for MDC Hazardous Waste Day Collection in Newington on May 1st to assist with customer survey forms. This 5 hour event allows residents living in the MDC service area to drop off household hazardous waste for safe disposal.
- Collected quarterly water samples from Newington land fill monitoring wells. Samples were submitted to DPH lab for analysis.
- Attended meeting with DOH and Newington Town Planner to discuss Newington food service establishment and to review approval process of food service additions/changes.
- Conducted plan review, and an inspection with a representative of DPH Subsurface Sewage Program for "Manitis" septic system installation in Newington.
- Inspected food booths at the Newington Relay for Life on May 21, 2010 and the Wethersfield Farmers Market on May 22, 2010.
- Conducted on-site inspections with the Newington Building Official and reviewed facilities for a new sushi bar and a new hair salon in Newington.
- Collected monitoring well water samples from the Town of Newington vegetation landfill. Quarterly sampling is required by the Connecticut Department of Environmental Protection as part of the landfill permit requirements. This service is provided by the health district at no charge to the town.
- Attended the monthly Central CT Health District Staff meeting and environmental meetings.
- Attended "Legal Issues" training at the Connecticut Department of Transportation in Newington. The "Legal Issues" training was given by Judith Dicine who is the Supervisory Assistant State Attorney on Statewide housing matters.

HUMAN SERVICES

- The Youth-Adult Council continued exploring mentoring programs with a presentation from Connecticut Best Buddies, a non-profit agency who sets up programs in the middle and high schools for students with developmental disabilities. Director Ken Freidenberg also reported on a meeting he had with the staff from the Governors Prevention Partnership who provides training and support for mentoring programs statewide. Human Services staff will explore a group mentoring program similar to Adventure Builds Bridges and report back at the next meeting.
- The Human Rights Commission and Youth-Adult Council will collaborate to provide the Giving Tree booth at the Extravaganza in July. Chairpersons, Karen Faust from Human Rights and Tim Manke from Youth-Adult Council will work together to get a tree donated and set up a volunteer schedule for July 17. Information on Six Feet of Influence, both Boards and Human Services will be distributed at the booth.

- The Department received 571 information and referral calls or walk-ins this month. Issues included day care, elder care, housing, energy and financial assistance, health, mental health, unemployment, youth programs and community services among others.
- ICAN (Interfaith Community Action of Newington) volunteers handled ten requests during the month including shopping, yard work and driving to medical appointments.
- The Food Bank assisted 114 households with 73 residents over age 55 and 160 under age 55. The
 Outdoor Market for food bank recipients served 159 households on two days this month. The Special
 Needs Fund assisted 16 households and the Clothing Closet served 13.
- The Social Casework Program handled a caseload of 87 with 27 new referrals. Staff continues to handle a
 variety of referrals with presenting issues from residents of all ages including energy, financial, medical,
 mental health, substance abuse, housing and domestic conflict. Routine and crisis referrals continue to be
 received from Police. Several situations involving suicide attempts were followed up by staff to help
 residents get connected with treatment services.
- The Youth and Family Counseling Program had an active caseload of 63 with 12 new referrals, 9 inactive and 9 closed cases. Staff and contractors provided 142 clinical therapy sessions and made 126 contacts with families and other agencies.
- Clinical Coordinator Christina Salvio helped organize an in-service training for school support staff with Dr. Sharon Gutterman on "Mindfulness." The training provided information to school psychologists and social workers to help teachers and students deal with stress.
- Positive youth development programs and activities provided by staff and contractors involved 186 youth this month.
- The May ROPE cycle had 41 sixth-grade students from Martin Kellogg and John Wallace and began the six sessions with 17 students at St. Mary's.
- The High School Self-Awareness group went canoeing and fishing at Rainbow Reservoir in Windsor with a final class session for the school year held on May 28. Youth Worker Rik Huggard presented a Powerpoint presentation of all the school year's activities. There will be in-class sessions with the Life Skills group during June. These are students with various physical and intellectual challenges.
- On May 13 and 14, 30 seventh-grade students at Martin Kellogg that did not attend the Boston overnight trip spent both days hiking and canoeing in Western Connecticut in addition to touring the Tobacco Museum in Windsor. Youth Workers, Rik Huggard and Michele Pestillo facilitated this program with the support of school staff.
- The Department now has 26 high school age mentors volunteering for the Summer Youth Adventure Program. They will participate in two days of training and then assigned to a various programs throughout the summer. Summer slots are still open for middle school age youth with the brochure available on the town website, at Human Services, Parks and Recreation and the Library.

May 2010 Statistics

	FY 09-10	FY 09-10	FY 09-10	FY 08-09
	Undp. Total	Undp. Total	Cum. Undp.	Cum. Undp.
Selected Programs	This Month	Last Month	Total YTD	Total YTD
Youth and Family Counseling	63	58	146	169
Positive Youth Development	186	414	2402	3163
Youth Works (Job Bank)	7	7	37	48
Information and Referral	571	551	5070	4014
Social Casework Cases				
Under 55 = 50				
Over 55 = 37	87	101	395	274
Food Bank Households	114	130	1212	1256
Special Needs	16	13	140	193

SENIOR AND DISABLED CENTER

- Older American's Month was kicked off at the Senior and Disabled Center with the 5th Annual Membership Meeting on May 7th. This event, with hot and cold hors d'oeuvres catered by Jefferson House, is always very popular. Staff presented a "State of the Center" address including plans for the future.
- The Center kicked off its Annual Membership Drive in May. Members are being given an opportunity to make a contribution toward an entrance canopy while renewing membership. Response has been very positive.
- The Center held its Annual Volunteer Dinner on May 12th where Ed Prytko was inducted to the Wall of Honor for his tireless work with the Computer Learning Center. The dinner was catered by Jefferson House for a very reasonable cost and served by Center and Town Staff.
- Target Pharmacist Alec Theis and Pharmacy Intern Matt Ciociola spoke about dietary supplements including how to safely use them on Thursday, May 6.
- The Regional Finals for Senior Stars Let's Dance, a statewide dancing contest sponsored by HealthNet were held at the Center on May 14th. There were two entries from Newington.
- Center Director Dianne Stone attended the Annual Meeting of the Connecticut Association of Senior Center Personnel and was elected President of that organization.
- Staff began clearing out the Center's Health Area in preparation for a spruce up and redecoration of this
 much used but poorly designed space. The long term goal is to renovate the area for greater efficiency and
 effectiveness.
- The Governor signed Public Act 10-17 on June 5, 2010. This Act exempts the names, addresses, telephone numbers and email addresses of members of Senior Centers and people who register for Senior Center programs. Plans are underway for the Governor to hold a ceremonial signing of this Act at the Newington Senior and Disabled Center later this summer.
- The Center currently has 1854 paid members, an increase of 10 from last month. An additional 465 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 978 hours of volunteer service was recorded by 71 volunteers in the month.
- There were 53 programs offered by the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2668. Actual attendance is higher as many participants still do not sign in.
- Dial-A-Ride provided 1,331 trips in the month covering 3,891 miles.
- The demand for information and referral and social services remains high. Programs that are actively enrolling clients include ConnPACE, the Medicare Savings Program and, through the Assessor's Office, the Circuit Breaker Program. The Energy Assistance Program wrapped up. Worker Karen Halpert processed applications for 798 households, up almost 15% from last year.

PARKS AND RECREATION

Administration

- Bruce Till, Parks and Recreation Superintendent, met with the Clem Lemire Artificial Turf Field Project Building Committee.
- Mr. Till has continued working with the Management Team regarding the AFSCME Union negotiation process.
- Mr. Till met with the Extravaganza Committee.
- Interviews were held for seasonal and part time positions in the Park Department.

Recreation Division

- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper.
- A bus trip was offered on Saturday, May 1to the King Tut exhibit in New York City with 32 people in attendance.
- On Monday, May 3, a fundraiser was held at Putter's Paradise to offset some of the Camp Sunrise administrative costs shared by the towns of Newington, Glastonbury, Rocky Hill, Cromwell and Wethersfield.
- S. Glasson attended a CRPA executive board meeting on Tuesday, May 4.
- The 12 Annual Golf Tournament was held at Indian Hill Country Club on Monday, May 10; 132 players registered for a very successful golf tournament.
- Mens and Womens Softball Leagues began play on May 10. This year there are 20 Men's teams and 5 Women's teams.
- S. Glasson attended a CRPA conference committee meeting on Tuesday, May 11.

- S. Glasson, K. Gallicchio and B. Till met with A. Harter and L. Rydecki from the Finance Department on Wednesday, May 11 regarding a new chart of accounts to improve our budgeting and financial tracking processes.
- J. Lee and B. Till attended an extravaganza meeting on Tuesday, May 1.
- Training for seasonal aquatics staff began on May 20. Staff attended the CRPA Lifeguard College held at the American Red Cross in Farmington. S. Glasson was a co-chair of this event, and Aquatics Director M. Lach was a presenter.
- Relay for Life was held at Mill Pond Park Friday-Saturday, May 21-22. Special Events Coordinator J. Lee worked with the Relay for Life organizers to coordinate this event.
- Preschool graduation ceremonies were held on Monday and Tuesday, May 24 and 25. These events were held to celebrate the end of the school year at our Creative Playtime Preschool program. Many happy preschool students and their families attended these events.
- Training for aquatics staff supervisors was held on Tuesday, May 25.
- Staff has continued to send press releases regularly to local media venues.
- K. Gallicchio has finalized the details of the Summer Music Program.
- Interviews were held throughout the month for summer staff positions, including Summer Playgrounds staff, concessions attendants and cashiers. Interviews have now been completed and staff training has begun for Summer Playgrounds staff.
- Preschool registration for the 2010-2011 school year has been ongoing throughout the month.
- Planning and preparations for Extravaganza have been ongoing throughout the month.

Parks and Grounds

- The traditional Memorial Day preparations were carried out with emphasis on the Cemeteries, Town Hall and parade route. All the flags were hung, the Veterans flower beds planted and mulched and the Cemeteries were all cut and looking sharp.
- The community gardens were staked out the first week of the month.
- Mulching of the flower beds continued throughout the month.
- The fence in the outfield of Churchill Park was repaired due to an unsafe situation that existed there.
- Legends Field had its infield worked on by Parks Groundskeeper II, Ben Brietkreutz. Ben replaced 3000 square feet of sod and repaired some sprinkler heads.
- The Green Tennis Courts at Mill Pond were completed for use and the Reds were half done. Parks
 employees applied six tons of material to the Greens this year.
- The sixteen flower pots for the Town Center were filled and put out for planting.
- There were 9 interments in Town Cemeteries this month.
- Division personnel were offline 27.75 days this month.

LIBRARY

- A final meeting was held with Elizabeth Berman, a designer at Kaestle Boos in order to finalize the design project for which her firm was hired. A final packet will be created for approval by the Library Board. At some point in the near future, a presentation to the Town Council will be requested.
- Circulation of library materials was 30,541. 19,652 people entered the building during the month. 30,606 reference books were accessed remotely, and 5,751 online searches were completed in the Library. The children's book sites *Tumblebooks, BookFlix* and *PebbleGo* were used 799 times. 128 books were downloaded from the Library's website for a total of 62,074 items borrowed or used by library patrons. 1,174 items were added to the collection, and 105 items were mended by volunteers who logged in 138 hours doing this task as well as many other behind the scenes processing tasks.
- May services for children included 50 programs to a combined audience of 1,470. A big highlight of their month was the very first virtual author visit done at this library. Children's author Emily McCully was "Skyped" in to speak to two 4th grade classes from Anna Reynolds School that had come to the library. The class had prepared by reading many of Ms. McCully's books, and they were able to have a conversation with her and ask questions during the virtual visit. Much preparation went on behind the scenes in order to insure that the technical end of the visit went smoothly, which it did. The students had a wonderful face-to-virtual face visit with an author that they would not normally get to meet. We expect to be able to offer more virtual author visits in the future.
- Two new children's databases were made available in May. *PebbleGo Earth and Science* is geared to grades K-3, and *A-Z USA* is a geography and history database centered on the 50 states.

- A loyal group of staff, Friends, and patrons marched in the Memorial Day Parade. A boat was hitched up and driven as the float along the parade route. Life savers were handed out as the theme of summer reading *Make A Splash- READ* was unveiled to the public.
- Many staff members participated in professional development activities during May. A new and convenient way to keep up with the profession is through webinars. A live online demonstration, discussion, or lecture is given that then enables the listeners to participate as well.
- The Library's Facebook page now has 244 fans, another slight increase from last month. 5,051 reference questions were answered at both the Children's and Adult Information desks. Homepage visits numbered 11,587. Total Internet use in logins was 2,373. Children's games computers usage was 306 hours.
- Eleven programs were held for adults to a combined audience of 492. Dr. Jerry Labriola presented Shocking Cases from Dr. Henry Lee's Forensic Files, author Diana McCain spun tales from 350 years of CT history, and Library Director Marian Amodeo presented a travelogue on her recent trip to China and Tibet.
- Teen services for May included visits to the middle schools by the teen librarians to promote the teen summer reading program. 765 students heard about the many activities planned for the summer months and heard about new books.
- Topics covered as part of the series for job seekers held in May included phone interviewing skills and pitfalls of job searching. The support group continues to meet and the computer classes for job seekers are filled to capacity. This popular and timely series will now continue through December.
- Topics of interest that were researched this month included:
 - Photo of a rotary dial phone.
 - Benefits of weight lifting for prisoners.
 - Average wage of a medical doctor in CT.
 - Books explaining a first plane ride.
 - Southwest region tourism destinations.
- The Friends' booksale, which ended on Sunday, May 2 after a successful weekend run, was, as usual a successful fundraiser. The staff at the Senior and Disabled Center is again to be thanked for graciously allowing the use of their building.
- The Newington Library 5K Challenge was held on a beautiful Sunday morning. 264 runners and walkers participated- a 9% increase from last year. Raffle prizes and food were outstanding. The overall winner was Chris Chisholm with a time of 16:14.
- In personnel issues, long-time part-timer Bette Kapij was chosen to fill the vacant Library Technician position in the Collection Management Department. A search is on for her replacement.
- On May 24th, Library Director Marian Amodeo announced her retirement after close to 33 years. She has accepted the position of Chief Public Services Officer at the Hartford Public Library.